



ONTARIO

DEPARTMENT OF EDUCATION

Note: The Registrar may make special arrangements with the Chairmen of certain Sections to vary one or more of the instructions set out below.

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Instructions to Associate Examiners

1. The work is confidential throughout. No information concerning the work of the Section, the answers, or the valuations assigned thereto shall be given to anyone.

2. The scheme of valuations determined by the Examiner-in-Chief after consultation with a Committee of the Associate Examiners, and subject to review by The Supervising Board if necessary, shall be followed by the Associate Examiners.

3. An Associate Examiner shall not have in hand more than ten envelopes at one time, nor shall he have more than one envelope open upon his table at one time. He shall return each examination book to its proper envelope.

4. Before removing an answer book from its envelope he shall sign his pseudonym in the proper place on the envelope.

5. As soon as an answer book has been removed from its envelope he shall place the candidate's number on the front page, if this has not already been done. If there are more answer books than one, the number shall be inserted on each book.

6. The envelopes with their enclosures must be kept in numerical order, the lowest number on top.

7. (a) In reading the answer papers, each Associate Examiner shall mark distinctly in the left-hand margin the value assigned by him to each answer or to each partial answer. **An answer considered of no value shall be marked by a zero in the margin.**

(b) He shall not assign fractional marks.

(c) He shall place the total of each page at the foot and carry forward this total to the top of the next page.

8. (a) **The Examiner is wholly responsible** for all the entries made by him on each answer paper that he examines. Accuracy cannot be too strongly impressed upon all examiners.

(b) The clerks have been instructed to return to the Chairman of a Section for correction all answer papers on which the entries made by the Examiner appear to be incomplete, incorrect, or not sufficiently clear. The Chairman shall see that the Examiner concerned revises his work and makes corrections when necessary.

(OVER)

9. (a) Not more than five per cent of the total marks shall be deducted for spelling errors on an answer paper of a candidate for an examination in English written in June.

(b) The Associate Examiner shall underline each misspelled word and enter "Sp." in the margin opposite. When entering the total at the foot of each page, he shall also enter the number of marks to be deducted for misspelled words, thus "24-15 Sp." (This indicates five spelling mistakes in a paper being marked out of a total of 300). At the foot of the last page he shall enter the grand total, thus "176-15 Sp. = 161". He shall carry only this mark "161" to the face of the envelope.

10. (a) Each Associate Examiner shall keep a record of the number of papers read each day and shall make a daily report thereof to the Chairman of his Section.

(b) In no case shall any record of the candidates' numbers or of the marks assigned be taken outside the examination room.

11. In cases of suspected copying the Associate Examiner and the Chairman of the Section shall make a detailed report at once to the Registrar.

12. Associate Examiners shall not at any time enter the rooms of other Sections.

13. (a) The hours of work are from 9:00 a.m. to 11:45 a.m., and from 1:15 p.m. to 4:30 p.m., with an intermission during the forenoon and the afternoon.

(b) Where the condition of the work of reading answer papers warrants such action the working day on Saturday shall consist of three and one-half hours. **The hours on Saturday will then be from 8:30 a.m. to 12:00 noon.**

14. For the convenience of the Examiners, telephone and personal calls will be duly reported to them. Examiners are requested not to use the telephone or to allow interruptions from visitors during the progress of the work.

Travelling and Living Expenses — An Associate Examiner whose place of residence is not in the Municipality of Metropolitan Toronto shall, while engaged in his duties, be allowed

(a) travelling expenses to and from his place of residence for one round trip; and

(b) Where he establishes a place of residence in the Municipality of Metropolitan Toronto for the purpose of engaging in his duties, living expenses not exceeding \$4.00 for each day upon which he is so engaged. (This does not include Sundays).

Receipts must be submitted for steamboat fares and for items, exclusive of railway fare, of \$1.00 and upwards. The exact amount of railway (or steamboat) fare should be stated and no other items should be included in the amount. When it is found necessary to travel by sleeping car or chair car, receipts must be submitted. Receipts will also be required for meals on the train when the same are necessary and for living expenses incurred under (b) above.